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20 April 1953

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MEMORANDUM FOR: Deputy Director (Administration)

THRU: Classification and Wage Division, Personnel Office

SUBJECT: Establishment of [redacted] 25X1A8a
Finance Division, Office of Comptroller.

REFERENCE: Staff Study of 7 March 1953 to DD/A from Comptroller.

1. At the time the above referenced staff study was prepared it was proposed to establish a [redacted] in the Accounts Branch of the Finance Division. Later a verbal request was made by the Finance Division, with the concurrence of the Comptroller, to establish the unit at the Branch level. 25X1A8a

2. A review of the functions to be performed by the proposed branch, during which the attached statement of functions was prepared, indicates that the primary function to be accomplished is the review and analysis of the financial status of [redacted] 25X9A2 business activities rather than the maintenance of accounting records. Accordingly, we concur in the recommendation to establish a [redacted] 25X1A8a in the Finance Division. 25X1A8a

3. The Finance Division advises us that there are about [redacted] 25X9A2 and that the financial activity ranges from a few thousand dollars for some projects to several million for others. Four positions are proposed to handle this work load and we concur in the proposed T/O. 25X9A2

4. The staff study recommends (Section 4c) that the new branch be staffed without increase in the total Finance Division T/O through reallocation of four existing positions located elsewhere in the Division. It should be noted that the four existing positions are being abolished in order to stay within the overall Division T/O and that they do not represent positions covering the actual duties to be performed in the new branch.

[redacted] FOIAb3b

W. L. PEEL
Management Officer
Organization & Methods Service

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